CAPACITY MANAGEMENT TOOLS PACKAGE

USER MANUAL

Version 1.0

March 2002

Preface

The Capacity Management Tools package is intended to be utilized by IRM staff responsible for the capacity management functions at their facility. The Capacity Management Tools Package provides for collection of **V***IST***A** Health Level Seven (HL7) workload information.

The Capacity Management Tools Package is strongly dependent on the site to schedule and run the background task on a regular basis. Menus and options are provided locally at the site to allow IRM staff to accomplish and monitor this task.

The background task obtains **V***IST***A** HL7 information from the site and automatically transfers this data via network mail to the Capacity Management National Database.

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Orientation

How to Use this Manual

Throughout this manual, advice and instructions are offered regarding the use of the Capacity Management Tools Package V. 1.0 software including the functionality it provides for Veterans Health Information Systems and Technology Architecture (**V**_IST_**A)**.

There are no special legal requirements involved in the use of the Capacity Management Tools Package V. 1.0 software.

This manual uses several methods to highlight different aspects of the material:

- ■ Descriptive text is presented in a proportional font (as this is).

- ■ "Snapshots" of computer online displays (i.e., roll-and-scroll dialogues) and computer source code are shown in a non-proportional font and enclosed within a box.

   NOTE: Author's comments within these snapshots (if any) are displayed in italics or as "callout" boxes (callout boxes refer to labels or descriptions, usually enclosed within a box, which point to specific areas of a displayed image). User's responses to online prompts will be boldface.

- ■ All uppercase is reserved for the representation of M code, variable names, or the formal name of options, field and file names, and security keys (e.g., the XUPROGMODE key).

Assumptions About the Reader

This user manual is written with the assumption that the reader is familiar with the **V**_IST_**A** computing environment (e.g., Kernel Installation and Distribution System [KIDS]).

No attempt is made to explain how the overall **V**_IST_**A** programming system is integrated and maintained. Such methods and procedures are documented elsewhere. We suggest you look at the various VA home pages on the World Wide Web for a general orientation to **V**_IST_**A**. For example, check out the following web sites:

   http://www.va.gov/vama.htm#DHCP

   http://vista.med.va.gov

This user manual does provide, however, an overall explanation of the Capacity Management Tools Package V. 1.0 software.

Readers who wish to learn more about the Capacity Management Tools Package V. 1.0 software should consult the following:

- *Capacity Management Tools Package V. 1.0 Installation Guide*

- *Capacity Management Tools Package V. 1.0 Technical Manual*

- The Capacity Management Home Page (for more information on Capacity Management) at the following web address:

    http://vista.med.va.gov/capman

    This site contains additional information and documentation.

Capacity Management Tools Package V. 1.0 software documentation is made available online, on paper, and in Adobe Acrobat Portable Document Format (.PDF). The .PDF documents must be read using the Adobe Acrobat Reader (i.e., ACROREAD.EXE), which is freely distributed by Adobe Systems Incorporated at the following web address:

   http://www.adobe.com/

NOTE: *For more information on the use of the Adobe Acrobat Reader, please refer to the "Adobe Acrobat Quick Guide" at the following web address:*

   http://vista.med.va.gov/iis/acrobat/index.html

Introduction

The Veterans Health Administration (VHA) developed the Capacity Management Tools Package in order to obtain more accurate information regarding the current and future Veterans Health Information Systems and Technology Architecture (**V**_IST_**A**) system and **V**_IST_**A** HL7 workload at the VA Medical Centers (VAMCs).

The purpose of this manual is to provide information about the Capacity Management Tools Package Version 1.0. This manual defines the use of this package as a resource to IRM staff responsible for capacity management functions at the site. It also highlights the use of the options that are available at the site.

Functional Description

Capacity Management Tools Package is a fully automated support tool developed by the Capacity Management (CM) team, which entails the daily capture of V*ISTA* Health Level Seven (HL7) workload information from participating sites. This HL7 workload data is then summarized on a weekly basis and is automatically transferred via network mail to the Capacity Management National Database.

The current version of the package is compatible with all current operating system platforms at the medical centers and has minimal impact on IRM support staff.

This distribution of the Capacity Management Tools Package is dependent on the previous installation of Health Level Seven (HL7) Patch HL*1.6*79. Therefore, sites should ensure that Health Level Seven Patch HL*1.6*79 has been successfully installed prior to installing this package. Health Level Seven Patch HL*1.6*79 installed the $$CM^HLUCM API. The $$CM^HLUCM API contains code that enables the collection of HL7 information from the V*ISTA* environment.

Installing the Capacity Management Tools Package software creates the collection process mechanism and other necessary components of the package. The fully automated data collection mechanism entails capturing all V*ISTA* HL7 workload specifics at the site.

On a nightly basis, the HL7 workload data is moved to the CM HL7 DATA file (#8973.1). The nightly task also monitors the CM HL7 DATA file to ensure that only a maximum of three weeks worth of data is maintained at the site.

Every Sunday night, the information contained within the CM HL7 DATA file is compressed into weekly statistics. These weekly statistics are converted into an electronic mail message that is automatically transferred via network mail and merged into a National Capacity Management (CM) Database.

IRM staff utilizes the options that are available at the site to manage this package.

Use of the Software

Package Management

The Capacity Management Tools Package is managed by IRM staff through the *CM Tools Manager Menu* [KMPD CM TOOLS MANAGER MENU], which is located under the *Capacity Management* menu [XTCM MAIN]. The XTCM MAIN menu is found under the *Eve* menu and should be assigned to IRM staff member(s) who support(s) this package and other capacity management tasks.

CM Tools Manager Menu

This section of the manual covers the *CM Tools Manager Menu* [KMPD CM TOOLS MANAGER MENU] that is located at the site. This is broken down by the individual options with a discussion of each option and examples of user interaction. This portion should be thought of and used as a reference guide to the options within the software.

```
STA       CM Tools Status [KMPD STATUS]
```

CM Tools Status
[KMPD STATUS]

This option displays the current status of the Capacity Management Tools package. This option identifies the number of entries with the CM HL7 DATA file (#8973.1) . Additionally, this option shows the reschedule frequency of the *CM Tools Background Driver* [KMPD BACKGROUND DRIVER] task.

Prompt/User Response:

```
                       CM Tools v1.0

     CM Tools Background Driver [KMPD BACKGROUND DRIVER]
     QUEUED TO RUN AT.......: Mar 08, 2002@01:30
     RESCHEDULING FREQUENCY.: 1D
     TASK ID................: 1799
     QUEUED BY..............: ANSEL,ADAMS  (Active)


                                # of    Oldest    Recent
     File                       Entries  Date      Date
     ------------------------   -------  ------   -------
     8973.1 - CM HL7 DATA          634   1/13/02   1/27/02


Press RETURN to continue:
```

CM Tools Background Driver
[KMPD BACKGROUND DRIVER]

This option is not assigned to any menu. This option is scheduled through TaskMan to start the Capacity Management Tools Package's background driver routine.

This option should be rescheduled with the *Schedule/Unschedule Options* [XUTM SCHEDULE] under the *TaskMan Management* menu for every day at 1:30 a.m. to ensure that the CM HL7 DATA file (#8973.1) is trimmed. Modification of the frequency and time may have adverse effects on the size of the temporary ^KMPD(8973.1) sub-global and on the number of entries within the CM HL7 DATA file.

The example below shows a typical display when using the *Schedule/Unschedule Options*.

Prompt/User Response:

```
Select OPTION to schedule or reschedule: KMPD BACKGROUND DRIVER <RET>   (R)


                        Edit Option Schedule
   Option Name: KMPD BACKGROUND DRIVER
   Menu Text: CM Tools Background Driver                 TASK ID: 1799
 _____

  QUEUED TO RUN AT WHAT TIME: MAR 8,2002@01:30

DEVICE FOR QUEUED JOB OUTPUT:

 QUEUED TO RUN ON VOLUME SET:

     RESCHEDULING FREQUENCY: 1D

            TASK PARAMETERS:

            SPECIAL QUEUEING:


 _____

  COMMAND:                            Press <PF1>H for help     Insert
```

Glossary

Capacity management   The process of assessing a system's capacity and evaluating its efficiency relative to workload in an attempt to optimize system performance.

CM Tools   Capacity Management Tools. A fully automated support tool developed by the Capacity Management (CM) team, which entails the daily capture of **V**_IST_**A** HL7 workload information from participating sites.

HL7   Health Level Seven. A standard that provides for the exchange, management and integration of data that supports clinical patient care. Additionally, it provides a cost effective approach for interoperability between healthcare information systems.

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